



# VIRGINIA

## REGISTER OF REGULATIONS

### Forms Only Revisions

Use the "Forms Only Revision" process when only the Forms list (i.e., section) for a chapter is changed and no other sections in the chapter have changes.

1. Create a new project in RIS. Identify the project as a Forms Only Revision in the project description.
2. Open the project and use the Create Entry feature to place a desired form list into the project or to add a new list. If a Forms list exists for a chapter, it will show as "9998 Forms" when you select the chapter during the Create Entry process. For instructions on adding a Forms section to the project, click [here](#).
3. The Forms list in VAC uses the following formats:
  - a. New form - "Form name, form number (eff. MM/YY)."
  - b. Revised form - "Form name, form number (rev. MM/YY)."
4. Use strikethroughs and underlines to show changes on the Forms list:
  - a. New form - Underscore the name and date on the list.
  - b. Revised form - Strike through the entire form name and date. Add the revised form name and date on a new line and underscore. Make sure that the name of the form and the effective/revision date noted on the list match those on the form.
  - c. Repealed form - Strike the name and date.

#### EXAMPLES

FORMS (4VAC25-101)

Application for a Permit to Drill a Vertical Ventilation Hole, DM-VVH-1 (eff. 9/10).

Drilling Report, DM-DR-1 (eff. 3/01).

~~Drillers Log, DM-DR-2 (eff. 3/01).~~

Plugging Affidavit, DM-PLG-1 (eff. 3/01).

FORMS (19VAC30-70)

~~Inspection Sticker Report, Form SP-221 (eff. 8/1/94).~~

Inspection Sticker Inventory Report, Form SP-221 (rev. 12/05).

Mechanics Certification Application, Form SP-170-B (rev. 9/04).

~~Criminal History Record Name Search Request, Form SP-167 (rev. 9/04).~~

Criminal History Record Name Search Request, Form SP-167 (rev. 1/06).

5. File each new or revised form with the Registrar's Office. Use the "Upload" feature of RIS to attach the form to the project. ([Upload instructions](#) are available on the Registrar's website under [RIS Resources](#)).

6. If your agency is a Town Hall agency, you cannot submit the project for publication because you will not have a corresponding Town Hall action. Therefore, when you are ready to submit the project, send an email to [VaRegs@dls.virginia.gov](mailto:VaRegs@dls.virginia.gov) with the following information:
  - a. RIS project number and description.
  - b. Agency name and address where copies of forms may be viewed by the public.
  - c. Agency contact information - name, title, address, phone number, and email address.
7. If your agency is not a Town Hall agency, submit the project for publication as usual.
8. The revised Forms list will be updated in the online VAC on the publication date of the edition of the Virginia Register in which it appears.